

Kelowna Curling Club

DISCOVER – Art in the Valley Exhibitor Manual

June 22-23

Friday 4-9pm & Saturday 10-4pm



LOCATION

Kelowna Curling Club

551 Recreation Avenue

Kelowna BC, V1Y7V5

Phone: 762-3112

Email: events@kelownacurling.com

Website: www.kelownacurling.com

FEES

10 X 10 booth = \$150

10 X 10 booth with power = \$200

APPLICATION DEADLINE

Please have all applications submitted by March 10th, 2018. Show staff will let you know by March 16th, 2018 if you have been accepted as a participating vendor.

BOOTHS

All booths include the following:

- 2 X staff admission
- Assigned booth with pipe and drape backing and waist high pipe and drape dividing each booth
- The floor is smooth concrete. Please inquire about getting the proper tape if you wish to bring your own carpet.
- Artists will be responsible for providing their own tables and chairs. If you do not have any you are able to rent some from Showtime at an added cost. Please indicate in your application if you are needing any tables and chairs in section 2.
- Power is not provided in the booths. If power is needed please specify in your application.
- No tents, canopy's or anything that is used to cover your booth is not permitted. This is enforced by the fire inspector
- Show staff must be made aware of any heating elements in your booth. Advanced notice is needed in order to have any sort of heating element or open flame approved by the fire inspector.

- Any water or wet materials must have a plastic protective sheet under it. Any damage done to the flooring will be the responsibility of the exhibitor.
- Exhibitors are allowed to bring battery powered lights

EXHIBIT CATEGORIES

- | | |
|-----------------|-----------------------|
| - Photography | - Painting |
| - Glass | - Ceramics |
| - Clothing | - Live art |
| - Textile Art | - Live Music |
| - Jewelry | - Print Making |
| - Fibre Artists | - Drawing & sketching |

ART GUIDELINES

- Work must be handmade and made locally by the artists attending the show
- Artists are responsible for their display areas, including setup and take down, tables and chairs. The venue will be open 5 hours prior to the event start for Artists to come and setup.

LOADING IN

Participants will be able to setup from 11pm-3pm on Friday. If more time is needed please put in a request with your application. Booths will be ready upon arrival on the day of event.

LOADING OUT

Participants will be able to tear down from 4pm-8pm on the last day of event.

SECURITY

The Kelowna Curling Club is not responsible for any lost, stolen or damaged items during the exhibition. We recommend having 1 person at the booth at all times.

WIFI

Guest wifi will be provided under “Kelowna Curling Club – guest. The Kelowna Curling Club can not guarantee the strength of the wifi signal.

PARKING

Parking will be available in the front of the building and on the streets free of charge. Please do not park behind the building as that area will be used for loading in and loading out.

REGISTRATION BOOTH

Registration booth will be at the front entrance upon arrival. We will supply your booth number and name tag.

IMAGES TO BE INCLUDED IN APPLICATION

Your application should be submitted along with 5 pictures of your work and 1 image of a booth setup with your work. All images should represent what you want to showcase at the show and you should show work that is relevant to the category in which you intend to exhibit.

IMAGE CRITERIA

- Uploaded in jpg, jpeg or png format
- Minimum of 150 dpi
- 2mb or less
- Properly named (firstname_lastname_1 - firstname_lastname_6)

Please make sure you are including images that are easy to see and give a good idea on what we can expect at the show. If you do not have any pictures of a previous booth you can set up a mock booth and take a picture of that.

BUSINESS LICENCES

Vendors are required to have a business licence for show dates.

EXHIBIT ARRANGEMENTS & EXPECTATIONS

Exhibitor may not attach displays to any existing structures in the arena including pipe and drape. Please come prepared to showcase your work. Any use of tape on the floor must be passed by the Kelowna Curling Club. No exhibitor shall permit the exposure of any unfinished surface to neighbouring booths. Booths must remain uncovered (no tents, canopy's etc.). No open flames are allowed in the booth unless permission is given in writing by the Kelowna Curling Club and a fire inspector.

SHOW MANAGEMENT LIABILITY & EXHIBITORS INSURANCE

The exhibitor agrees that the exhibit is entirely at his or her own risk, including theft, personal injury, property damage, lack of anticipated sales or inventory damage due to weather or any other cause. The exhibitor is encouraged to carry his or her own liability insurance, and will not be covered under The Kelowna Curling Club.

ASSIGNMENT OF EXHIBIT SPACE

Exhibit space will be allocated by show staff. Discover reserves the right to relocate exhibits which may be affected by a change in the floor plan, or in the interests of optimum traffic control and exhibit exposure. Show Management will not be held liable if competitive exhibitors are adjacent or opposite each other, but if possible, efforts will be made to allocate space on a basis fair to all exhibitors.

CANCELTION POLICY

- Cancellations must be requested in writing no later than 30 days before the event

- If cancellation occurs more than 30 days before the event, a full refund will be given minus a \$20 admin fee.
- If a cancellation occurs within 30 days of the event, Discover has the right to keep your full submission payment

PAYMENTS

- Artists are expected the full amount upon acceptance. If payment isn't received within 5 days of acceptance, your position will be forfeited to the next vendor.
- Payment methods include:
 - Cheque
 - Cash
 - Visa and Mastercard
 - Debit

Have any questions?

Cassie Clarke

Events Coordinator

250-762-3112

events@kelownacurling.com